

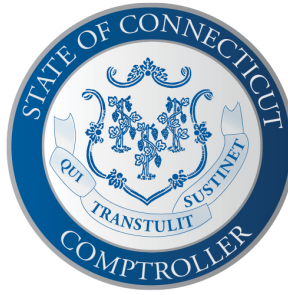
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**MEMORANDUM NO. 2022-07**

**February 3, 2022**

**TO THE HEADS OF ALL STATE AGENCIES**

**Attention:** Chief Administrative and Fiscal Officers, Business Managers, Payroll and Human Resources Officers, Agency Security Liaisons

**Subject:** **Core-CT Access for Non-State Employees**

**I. PURPOSE**

The purpose of this memo is to establish the policy regarding non-employee access to the Office of the State Comptroller (OSC) Core-CT System.

**II. POLICY**

Access to the Core-CT system is restricted to state employees and other individuals authorized for a specific business need. Some examples of non-state employees are consultants, interns, temporary workers, or agents acting on behalf of the state.

Financial approval roles in Core-CT will not be granted to non-state employees. Sharing of user IDs and passwords is prohibited. Access to the state's internet is to be limited to the information that is needed to perform the job function and supported by a written contract or agreement.

State equipment is to be used where possible. All data remains the property of the State of Connecticut and is not to be downloaded or housed on non-state equipment. State equipment, data, and other items must be protected at all times. Users must take measures to prevent unauthorized disclosure or damage. This requirement is to be applied at the official duty station, any other work location, and when transporting between locations.

Agencies requesting non-employee access to Core-CT must establish a policy based on this memo, comply with OSC memorandum 2014-19, and maintain adequate internal controls. A clear justification must be documented. Detailed records (name, address, work history, etc.) must be maintained. Agencies must verify the individual's identity with a government issued ID.

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All users must be informed of, and comply with, relevant State electronic use policies which may include, but are not limited to the following:

- [The Acceptable Use of State Systems Policy](#);
- [The Policy on Security for Mobile Computing and Storage Devices](#);
- [The Network Security Policy and procedures, and](#)
- [The State HIPAA Security Policy \(if applicable\)](#).

### III. PROCEDURES

To request non-employee access to Core-CT, submit a request with appropriate justification to the OSC at [osc.security@ct.gov](mailto:osc.security@ct.gov). Once approved, forward a copy of the approval with a request for a non-state employee Core-CT user-id to [CoreCt.Security@ct.gov](mailto:CoreCt.Security@ct.gov).

Use the on-line CO-1092 Application Security Request Forms to request Core-CT roles for the assigned user ID. The CO-1092 is accessed through the Core-CT Financials or HRMS main menus. The name of the person the non-employee reports to and the time-period the access is required must be entered in the comment field. A copy of the OSC approval is to be attached to the comments tab of the CO-1092. The name of the person the non-employee reports to and the time-period the access is required must be entered in the comment field. A copy of the OSC approval is to be attached to the comments tab of the CO-1092.

The Core-CT Agency Security Liaison is responsible for non-state employee security management. When a non-state employee's roles or assignments change, the access must be adjusted. Access to Core-CT must be removed immediately when the non-state employee is terminated. Periodic audits of agency non-state employee roles should be performed to insure appropriate access.

### IV. FOR QUESTIONS OR ASSISTANCE

Please direct any questions or concerns to the OSC at [osc.security@ct.gov](mailto:osc.security@ct.gov).

DocuSigned by:

Natalie Braswell

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**NATALIE BRASWELL  
STATE COMPTROLLER**

<http://www.osc.ct.gov>

**NB:ED**